

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 28

September 5, 2001

SUBJECT: CONFIDENTIAL INFORMANT TRACKING SYSTEM DATABASE - ACTIVATED

PURPOSE: The United States Department of Justice and the City of Los Angeles have entered into a legally binding agreement known as the Consent Decree. Included in the Consent Decree is a requirement that the Department establish an informant information database to centralize and track the use of Department informants, except for those used by Anti-Terrorist Division or in conjunction with another agency. More comprehensive procedures regarding informants will be established in the forthcoming Department Informant Manual.

Meanwhile, this Order activates the Confidential Informant Tracking System Database (CITSD), assigns Narcotics Division (ND) the responsibility for maintaining the database, and activates the Informant Information Form, Form 03.23.0.

PROCEDURE: Other than informants used by Anti-Terrorist Division and those used in conjunction with another agency, all confidential informants shall be tracked in accordance with this Order.

I. INFORMANT INFORMATION FORM, FORM 03.23.0 - ACTIVATED. The Informant Information Form, Form 03.23.0, is activated.

- A. Use of Form.** This form documents informant information and shall be completed by a Department employee prior to utilizing an informant.
- B. Completion.** Completion of this form is self-explanatory and it includes mandatory completion of the following fields: Name of informant, date of birth, and any AKA/moniker information. Employees shall attach a record of the informant's criminal history to the Informant Information Form prior to submitting it to ND.
- C. Distribution.** The original is filed in the Informant Control Package, which is maintained by the originating Area/division commanding officer, and a copy is submitted to ND for entry into the CITSD.

1 - Copy, Commanding Officer, ND

2 - TOTAL

II. CONFIDENTIAL INFORMANT TRACKING SYSTEM DATABASE - ACTIVATED.

The CITSD has been created in an effort to centralize and better manage information regarding Department informants. The Commanding Officer, ND, shall be responsible for coordinating the CITSD program. The CITSD database contains multiple information fields, such as the name of the informant, any known monikers, date of birth, and miscellaneous comments. The "comments" field is designed to capture other key information listed on the Informant Information Form.

Upon entering this information into the CITSD, a random and unique Confidential Informant (CI) number is generated and assigned to the informant. Narcotics Division shall document the CI number on the Informant Information Form and enter the informant information into the Narcotics Information Network/Criminal Information System (NIN/CIS).

Narcotics Division shall then contact the originating commanding officer and provide him/her with the CI number. That commanding officer shall be responsible for ensuring that the CI number is written on all original Informant Information Forms and on the file folder tab of the Informant Control Package, which is the primary document used to record an informant's identifying information. The Informant Control Package, which includes a record of all contacts with an informant, is confidential and shall be maintained in a secure location by the commanding officer of the Area or specialized division utilizing the informant.

III. OFFICER'S RESPONSIBILITY. Prior to utilizing a confidential informant, an officer shall hand-carry (forms shall not be mailed) a copy of the Informant Information Form(s), signed by his or her commanding officer, to the Commanding Officer, ND. Informant Information Forms shall only be delivered to ND during normal business hours (non-holiday weekdays, 0800-1700 hours).

Exception: Under exigent circumstances, a confidential informant may be utilized prior to delivering the form to ND, but only with the approval of a staff or command officer. In such cases, the form shall be hand-carried to ND on the next business day.

IV. COMMANDING OFFICER, NARCOTICS DIVISION RESPONSIBILITY. The Commanding Officer, ND, shall ensure that:

- * All Informant Information Form data is accurately entered into the CITSD; and,
- * Assigned CI numbers are conveyed to the appropriate commanding officers as soon as practicable.

V. UPDATING CURRENT FILES. Informant Information Forms shall be completed for all existing active and inactive informants covered by this Order, and those informants shall be entered into the CITSD with priority given to active informants and then those that are inactive. Commanding officers who oversee units utilizing informants shall contact the Commanding Officer, ND, as soon as practicable to arrange for delivery of Informant Information Forms for their command's existing informants.

VI. INFORMANTS USED IN CONJUNCTION WITH ANOTHER AGENCY.

Informants used in conjunction with another agency are specifically excluded from entry into CITSD. Each commanding officer having an informant(s) falling under this exception shall review the Informant Control Package, verify that the informant is exempted, and write the words "shared with another agency" in red ink on the front of the package. The commanding officer shall include a notation of this review and determination in the informant's package.

FORM AVAILABILITY: The Informant Information Form, Form 03.23.0, will be available for ordering from the Department of General Services, Distribution Center, in about 90 days, and will be placed on the Department's Local Area Network (LAN). A copy of the form is attached for duplication and immediate use.

AMENDMENTS: This Order adds Sections 4/734 and 5/03.23.0 to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Criminal Intelligence Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

BERNARD C. PARKS

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-4-

September 5, 2001

Chief of Police

Attachment

DISTRIBUTION "D"